**Publisher Lesson 5 – Guided Notes**

* Style = Defined set of ­­­­­\_\_\_\_\_\_\_\_\_ and formatting \_\_\_\_\_\_\_\_\_\_ that help maintain \_\_\_\_\_\_\_\_\_\_\_ formatting.
* Once a style is \_\_\_\_\_\_\_\_\_\_\_\_\_, it can be used in other publications.
* Publisher Styles are located on the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Ribbon
* \_\_\_\_\_\_\_\_\_\_\_\_ can be imported from other publications by using the \_\_\_\_\_\_\_\_\_\_\_Styles command in the Styles list on the Home \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.
* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ are seen in newspaper and \_\_\_\_\_\_\_\_\_\_\_\_\_\_ publications
* Located on \_\_\_\_\_\_\_\_\_\_\_\_\_ Ribbon on the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Group
* \_\_\_\_\_\_\_\_\_\_\_ options in Columns dialog \_\_\_\_\_\_\_\_\_\_\_\_ enables the user to adjust the spacing \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_columns
* Can adjust column spacing with the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ guides using the \_\_\_\_\_\_\_\_\_\_\_\_\_\_command on the Page Design Ribbon
* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Cap = enlarging the first character in a set of text that draws \_\_\_\_\_\_\_\_\_\_\_\_ to the beginning of the section of text
* This \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ may be applied to an entire word or just a letter
* Reverse \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ is a format that changes the typical look of text to light-colored text with a dark background. Great way to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ text on a publication.
* Text does not always fit into \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ text box or you may need to continue the text on another page.
* Text \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_may be created so the text can flow to the next text box.
* When text overflows are created, the text in multiple text boxes is automatically linked using the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_feature.
* Text boxes may also contain \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ to tell the reader to locate other segments of the story.
* Continued \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ notice tells the reader where to find the next portion of the text.
* Continued \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ notice tells the reader where to find the previous portion of text